

**681—9.5(262) Policy on telecommunications.**

**9.5(1) General.** The regents institutions will cooperate with the Iowa telecommunications network by seeking opportunities for access to its various delivery systems. Each institution will assign the responsibility for coordinating access to a specific agency on campus. The regents institutions will collaborate, as appropriate, in research efforts and pilot projects designed to explore innovative and cost-effective ways to utilize telecommunications as an instructional tool for the benefit of education in Iowa.

Each institution will encourage its colleges and departments to consider appropriate uses for instructional applications of telecommunications and related technology, as well as to encourage its faculty, staff, and administration to consider telecommunications for the distribution and reception of educational communications as, for example, professional development seminars and workshops.

Current policies and procedures within each institution governing the planning and offering of courses will apply to utilization of delivery systems available through statewide and other telecommunications networks. In such applications, each institution's colleges and departments will retain all prescribed autonomy in the choice of subject matter content, faculty, credit, and student requirements, as well as the right to withdraw a course in the interests of accuracy and currency.

**9.5(2) University of Iowa telecommunications policy.**

*a. General.* It is the policy of the university to integrate the use of telecommunications and associated technology for credit and noncredit activities into existing academic and administrative structures, relying on established policies and procedures whenever possible. The various electronic media provide additional means for program delivery for courses in which the content and instructional method can be adapted with no loss of quality or effectiveness. University origination and transmission facilities have been designed to intrude as little as possible in the process of instruction and to allow maximum flexibility in faculty teaching styles and preferences. The university encourages its colleges and departments to consider the use of instructional telecommunications for the distribution and reception of credit and noncredit activities as appropriate.

*b. Administration.* The division of continuing education will coordinate the use, operation, and maintenance of university telecommunications origination and transmission facilities. As part of the coordination, the division will establish liaison with appropriate state, regional, and national networks; serve as the university contact for and promote collaborative efforts among the regents universities and other appropriate agencies and institutions; and serve in an advisory capacity for those who utilize university instructional telecommunications facilities.

*c. Coordination of access to the Iowa educational telecommunications network.* As a means of facilitating efficient and effective utilization of the statewide telecommunications network by faculty and staff, overall coordination responsibility has been assigned to the division of continuing education.

*d. Video origination and production facilities and services.* The university video center has primary responsibility for providing video production and origination services for university faculty and staff.

*e. Audio origination and production facilities and services.* The university broadcasting services has primary responsibility for providing audio production and origination services for university faculty and staff, and for the operation and maintenance of university audio and video transmission systems.

*f. Credit courses.* The approval of courses for delivery by telecommunications media will conform to established procedures for off-campus offerings. The appropriate academic departments and colleges approve the offering of all proposed courses.

*g. Noncredit courses, conferences, and institutes.* The approval of noncredit activities for delivery or reception by telecommunications media will conform to established guidelines and procedures for on-campus activities as specified in the university operations manual (section 40.070), and the following center for conferences and institutes guidelines:

The primary purpose of a university conference is to provide a learning experience at university level...not to conduct organizational business, hold conventions or sales meetings, elect officers, or pass public resolutions. The program must be educational in nature and academically acceptable to the university.

The conference must be sponsored by an academic division or service unit of the university or, if interdisciplinary, by the director of conferences.

Video teleconferences may be sponsored by the center for conferences and institutes in cooperation with a department, when appropriate, or the division of continuing education.

An appropriate part of the program should be conducted by faculty members of the University of Iowa.

*h. Interregental cooperation.* To ensure the design, development, and distribution of accessible and affordable programs through cooperative use of the collective resources of the regents institutions, the University of Iowa will cooperate with the other regents universities in an effort to contain costs in the delivery of courses by telecommunications, to achieve effective utilization and coordination of the expertise and resources available at each of the institutions, and to minimize duplication in programming among the institutions.

The division of continuing education will serve as the university contact in promoting and coordinating collaborative efforts with the other regents universities.

**9.5(3) Iowa State University telecommunications policy and procedures.**

*a. Commitment to instructional technology.* Iowa State University has recognized the need to support and encourage the use of telecommunications and instructional technology since the 1960s. More than three decades ago, a campus cable network was installed to provide TV instruction to selected classrooms, originating in WOI-TV studios. In the late 1960s, the College of Engineering began to produce and distribute videotaped lectures to distant learners in industry. More recently, broadcast television, audio telebridge, and videotaped programs have been used to present off-campus credit and noncredit courses in all disciplines to Iowans in every part of the state. The university has constructed the first video satellite uplink in Iowa for instructional, informational, and extension applications; established a campuswide telecommunications system encompassing telephone, digital and broadband video communications, as well as fiber optics capability; and added a second video satellite uplink.

*b. Promoting telecommunications.* The advent of a statewide telecommunications network, established in conformance with 1987 Iowa Acts, chapters 211 and 207, is viewed on campus as one more alternative for expanding the university's ability to provide instruction and other information affecting social and economic development throughout Iowa. The university will provide funding for the technical and electronic support necessary to establish communication links between the campus and the network. Iowa State University will encourage collaborative efforts among the regents institutions involving the statewide telecommunications network. Requisite to this objective will be early establishment of liaison and communication links with the appropriate telecommunication representatives at each institution and designated state agencies.

Consistent with its past and present performance, Iowa State University will promote strong consideration among its various colleges, departments, and agencies for using the state's network wherever appropriate and cost-effective. When the complete network is operational, the university will use systematic means to advertise its existence among campus interest groups through existing brochures and pamphlets and new informational materials, through designating an existing campus agency as a permanent source of information about the network, and through routinely reporting to faculty and staff on its use by colleagues.

*c. Credit and noncredit courses.* All credit and noncredit courses prepared for off-campus use are administered through the office of continuing education (OCE). This agency has the concomitant responsibility for selecting, in conjunction with the originating department, the delivery system through which to reach the target audience. Use of the statewide telecommunications network for the university's continuing education programming will fall within the province of OCE's decision-making responsibilities. As with the current use of technology, the principal determinants for selecting the statewide telecommunications network will be as follows:

- (1) Comparative study of available delivery systems;
- (2) Cost savings;
- (3) Ease of access, operation, and audience attendance;
- (4) Logistical assistance in reaching audience;

- (5) Special course requirements; and
- (6) Cancellation contingencies.

d. *Continuing current policies and procedures.* When the statewide telecommunications network is selected as the delivery system, as with alternative systems, the originating college and department will retain exclusive jurisdiction over all decisions pertaining to the instructional development process, including the choice of subject matter content, faculty, credit, CEU's student/participant requirements, and course or conference revision or withdrawal. In further recognition of faculty and staff concerns, the educational materials involved in statewide telecommunication applications will be subject to the "Policy on University Sponsored Educational Materials," as approved by the state board of regents and reproduced in the faculty handbook.

e. *Designated coordinating agency.* As a means of facilitating efficient and effective utilization of the statewide telecommunications network by ISU faculty and staff, the university has appointed the media resources center as its principal agency on campus responsible for arranging access to the system. This agency will assume an advisory role to interested users as well as represent a campus information source on statewide telecommunications. Additional responsibilities will include: establishing liaison with the network's management; maintaining scheduling information; conducting financial transactions; engaging the campus technical support required for origination or reception of telecommunications transmissions; and handling ISU's part in any collaborative effort among the regents institutions involving the statewide telecommunications network.

f. *College of education.* Since the statewide telecommunications network will likely function as a major source of elementary and secondary school curricula and instruction, ISU's college of education will continue to explore ways in which its faculty members are able to use this delivery system as a direct channel for teacher training and improvement, curriculum information, teleconferencing with school personnel and, where appropriate, teaching K-12 subject matter.

g. *Central administration support.* Innovative applications of instructional technology depend frequently on encouragement and support from the central administration. To stimulate interest in using telecommunications for instructional—as well as other informational—applications, the institution will explore all possibilities for funding selected pilot projects, research studies, outreach programming, administrative meetings, professional development seminars, and teleconferences involving the statewide telecommunications network. The media resources center will be responsible for soliciting and processing such requests on behalf of the central administration.

**9.5(4) *University of Northern Iowa telecommunications policies and procedures.***

a. The University of Northern Iowa supports the development of the statewide educational telecommunications network as a means of voice, picture, and data communications with other educational institutions within the state and on a national and international basis. The university views the use of the network as an additional alternative delivery system for academic and nonacademic outreach activities including, but not limited to, credit and noncredit courses, conferences, professional development seminars, workshops, cultural events, and economic development activities. In addition, the university's Malcolm Price Laboratory School is uniquely qualified to offer innovative and specialized elementary and secondary classes.

b. The university encourages departments/colleges/administrative units to consider all delivery alternatives for outreach activities. The choice of a delivery system will be based upon the capability of a system to effectively and to efficiently deliver communication to a specified audience.

c. The university encourages the use of the state educational telecommunications network as a delivery system for outreach activities when appropriate.

d. Consistent with current education policies, the originating department/college/ administrative unit will be responsible for all decisions related to program objectives, content, audience identification, staffing, credit, participant requirements, and program revisions.

e. All university credit and noncredit courses, conferences, and workshops offered off campus will be coordinated through continuing education. Choice of delivery system and other logistical arrangements will be the joint responsibility of the originating department/college/administrative unit and continuing education.

*f.* The university will support a campus system for the origination, distribution, and use of telecommunications. The campus telecommunications system will have complete interface capability with the state educational telecommunications network.

*g.* The educational media center will have administrative responsibility for the campus telecommunications system and will serve as a coordinating agency with the state educational telecommunications network. Coordinating responsibilities will include consultation on network utilization; planning, scheduling, and providing access to the network; managing financial transactions necessary for network utilization; providing technical support for origination, distribution, and utilization of telecommunications; and collaborative efforts with other educational institutions.

*h.* The university will support innovative applications of educational technology including telecommunications by funding selected research studies, pilot projects, professional development activities, and conferences.

*i.* The university will encourage and support interinstitutional and statewide cooperation in the use of educational telecommunications.